Frequently Asked Questions RFA#: CHA CTG01.25.13

GENERAL

Can an application have two or co-principal investigators (PI)?

It is acceptable to have Co-PIs. The Co-PI may be from another organization. The PI does not have to be a staff member of the lead agency, however, there has to be a staff member of the lead agency responsible for managerial and financial capability and to ensure proper planning, management and completion of the project.

Can the funds be split between two organizations?

Only one organization can be the fiscal agent/lead applicant. It is up to the successful applicant to implement their work plan, which may include subcontracts and/or subawards.

Is a separate evaluation plan template included in the packet?

No, a separate evaluation is not included in the packet. Applicants will address their evaluation approaches in the narrative, logic model, and work plan.

Can an applicant apply for more than one program area?

Yes, an applicant may apply for more than one program area but each program area will require a separate application. See the check-list, which has been amended to include this provision.

Are non-cash incentives allowable?

Incentives that address a documented barrier to participation or completion of a program may be acceptable but the applicant must address sustainability of approach if proposing an intervention linked with incentives. Incentives must be justified. Funds may not be used to purchase food.

Can youth that function as organizers and recruiters receive stipends?

No. Stipends cannot be utilized for any volunteers.

Can an applicant sole source?

While a competitive process is preferred a sole source for a subcontractor is allowable with strong justification that the subcontractor is the only one able to perform the services and a clear policy and procedure for awarding and distributing funds by the applicant.

How much flexibility does the applicant have in setting priorities in a respective program area?

The applicant should be responsive to the grant and address the recipient requirements. Priorities within a respective program area should align with the purpose of the grant and factor in best practices, local data, and evidence based strategies for addressing the particular program area.

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Do you have a template for budget?

Yes, a budget template will be added to the available documents on the DC Grants Clearinghouse. For the purposes of this grant the CDC Guidance and template for budget narrative will be utilized to complete your budget narrative.

How will we receive updates on questions and the RFA?

Updates will be posted to the DC Grants Clearinghouse and emailed to all those in attendance at the pre-application meeting. Locate any updates at www.opgs.dc.gov

Is there a final date to ask questions?

You may ask questions up until 72 hours before the application due date, after that we can not guarantee a response.

Are you allowed to hire staff?

Yes, you may use funds to pay for program staff salaries. All budget needs should be commensurate with the interventions which are being implemented. CTG Small Communities funds may not be used for the delivery of direct services, or to compensate staff for their delivery of direct services.

Can funds be used for direct services?

No, the CTG requires that proposed interventions must be related to policy, environmental, programmatic and infrastructure improvements that improve health and health behaviors among the intervention population. Delivery of direct services is not within the scope of this grant award. Funds which are used to directly fund one-on-one or one-on-small group services are likely direct services. For instance, using CTG Small Communities funds to pay a health worker to provide clinical services to individuals would be considered a direct service. Payment of program staff to conduct evaluations of interventions (including baseline and post-intervention assessments) is not considered a direct service.

ACTIVE TRANSPORTATION

How is youth defined for the transportation program area?

Age range for interventions in this program area is 5-21 years of age. Keep in mind that your target population may contain all or some of the age-range depending on proposed intervention and settings.

The RFA references capital bikeshare, has DOH reached out to DDOT to inform them of this program area?

No, it is the responsibility of the applicant to reach out to relevant stakeholders in designing your response to the program area.

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TOBACCO FREE LIVING

Are Applicants allowed to purchase nicotine replacement therapy?

No, you may not use community transformation grant funding to purchase nicotine replacement therapy.

Please clarify the scope of public housing; is it only public house developments or does it also include multi-unit, private, subsidized housing (i.e. section 8) as DCHA oversees both types?

Yes, it may include multi-unit, private, subsidized housing.

CHRONIC DISEASE PREVENTION AND SELF MANAGEMENT

For the Chronic Disease Self Management program area can you focus on only one chronic condition?

No, an applicant should address more than one condition.

Is it okay to focus on tertiary prevention?

Yes, you may have interventions that focus on tertiary prevention. Applicants must also be also to address the reach and impact of interventions proposed. Interventions should relate to a policy, environmental, programmatic and infrastructure improvements that improve health and health behaviors among the intervention population.

Can we have a fee for service for community health workers to take training? No.

Can we provide cash incentives to community health workers to attend trainings?

No, the use of CTG funds to provide incentive payments to individuals for participating in a program would also be considered examples of direct services, and would be an inappropriate use of federal funds.